Deduction Reporting Part 2 - Report processing

In this guided practice, you will learn how to:

- review deduction report details,

- run an error report and filter records to locate errors and exceptions,

- correct an error/exception caused by bad data,

- review and override a record with an allowable exception,

- use a salary correction code to resolve a "base to salary" error,

- review a missing members report,

- add comments to a deduction report, and
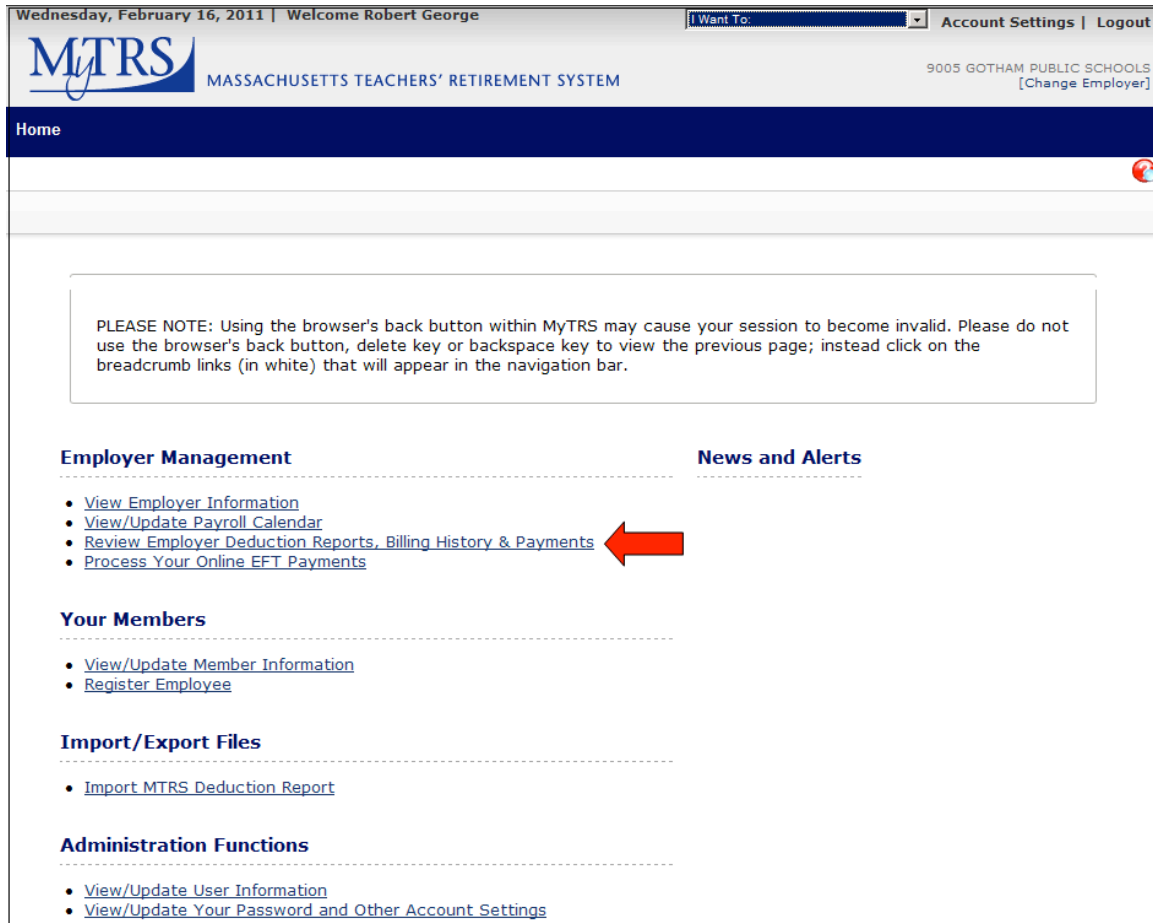
- submit a deduction report.

Note   To fully understand the exercise in this guide, reference the other guides designed to supplement this guide, including the deduction reporting checklist

Reviewing deduction report details

This guide picks up where GP8 Deduction Reporting Part -1 – Imports left off. If you do not already have a report that is fully imported and ready to be processed, please first refer to that guided practice.

Once your report is fully imported, it now needs to be tested and processed. The MyTRS screen for working on deduction reports is called the Deduction Report Editor. To review your report, do the following:
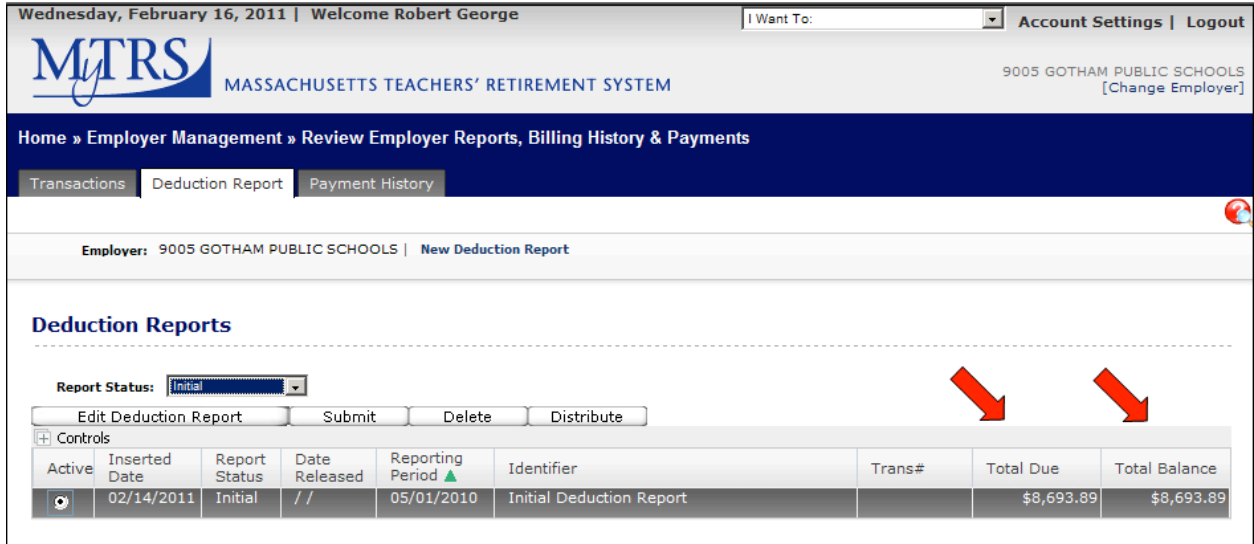
1) Click **Review Employer Deduction Reports, Billing History & Payments** on the *Home* page link or in the "**I Want To:**" menu.

2) Click the *Deduction Report* tab.

3) Before opening the report, compare the **Total Due** to your monthly payroll register reports and/or payment(s) to make sure your report total is correct. If the total is incorrect, you may want to delete the report and load a corrected report, or open the report to find the source of the report to payment variance.

Note The **Total Due** field displays the total of the deduction report, and the **Total Balance** field displays the balance of the report that has not been funded. Because applying a payment is the last step in processing a deduction report by an MTRS representative, these two values always match when your report is in the Initial status. Please ensure that these balances match your report total before you submit your report. In the rare case that your payment is incorrect, please note that to your Employer Services Representative and make arrangements to correct the payment error.

4) Assuming the total is correct, select the row for the deduction report you wish to edit, and click **Edit Deduction Report**.

The deduction report will open, as shown on the *Deduction Report Editor* pop-up screen.

Note   The *Deduction Report Editor* automatically opens in Edit mode. Once a report is saved, you must click **Edit** to make any additional changes. Employers can only edit a report if the report status is **Initial**. The report status can be viewed from the deduction report tab.

Note   If multiple users access the report in tandem, only the initial user can make changes. Other users can only review the report.

Note   The MTRS recommends that users save every 5-10 minutes to minimize the risk of losing progress made during report correction. MyTRS will retest your report every time you click **Save**.

5) Expand the **Controls** toolbar by clicking on the + symbol next to **Controls** in the Report Details section.

The Controls toolbar will expand to show the following options:

Note   For a detailed description of the controls functions, please see the supplemental guide on using the controls functions.

You have successfully opened and reviewed a deduction report.

Running an error report and filter records to locate errors and exceptions

1) Open the *Deduction Report Editor* window for the selected deduction report by clicking **Edit Deduction Report**.

2) Click **Except. Report**.

Note   MyTRS will retest your report every time you click **Save**.

The *Deduction Report Errors and Exceptions Summary Report* will appear as a pop-up window. This report provides an alphabetical list of all errors and exceptions in your report.

Note   You can save or print this report to use as the basis for correcting your report.
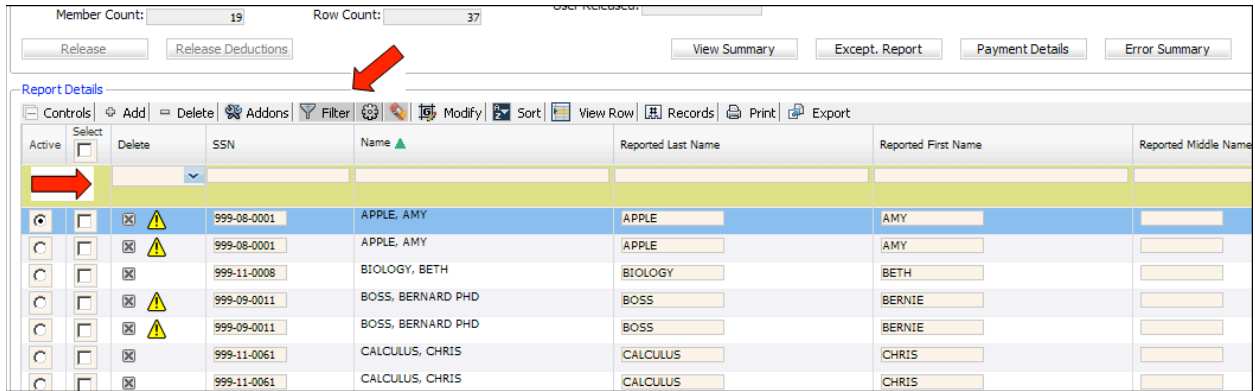
Note   The *Report Viewer* pop-up window has two scroll bars on the right side, which, if you are viewing this report online, may need to be moved to view all of the records on a page.

3)   Click **Close** to return to the *Deduction Report Editor* window.
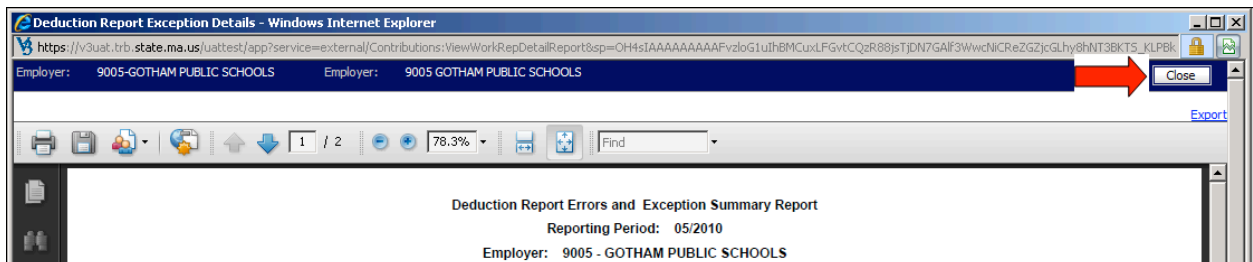
Using filters to locate errors and exceptions

1) Click the **Filter** (Filter) button on the **Controls** bar. The Filter control expands, and a blank row appears above the records in the Report Details section.
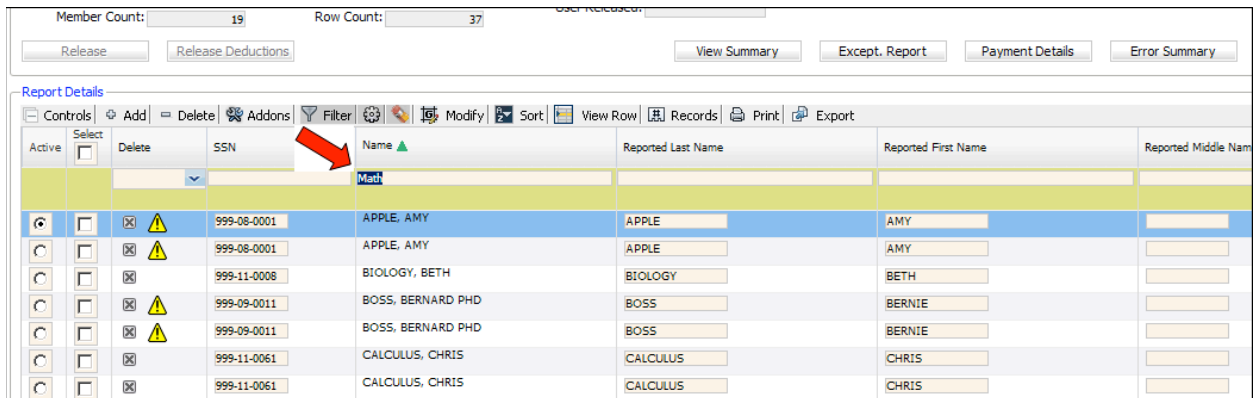

2) Enter the search criteria for the filter in the blank fields (e.g., an employee's name in the **Name** field).
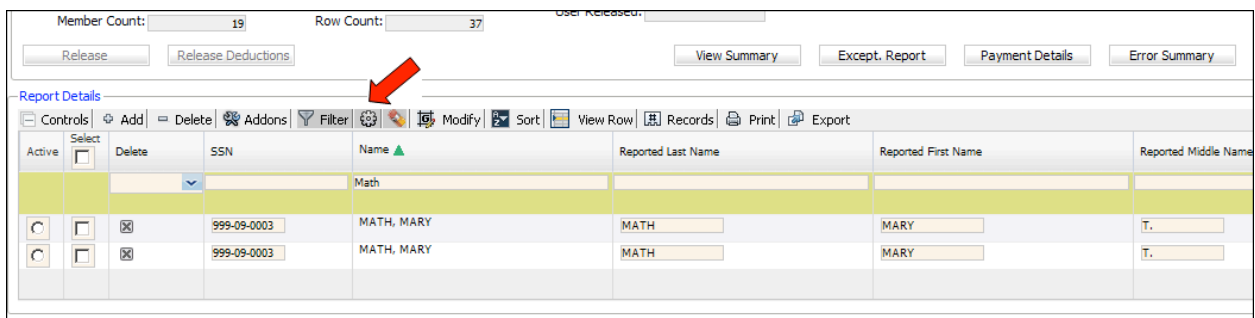

3) Click **Execute** ( ) to filter the data. The Report Details section refreshes, displaying the narrowed results that match all of the criteria you entered.
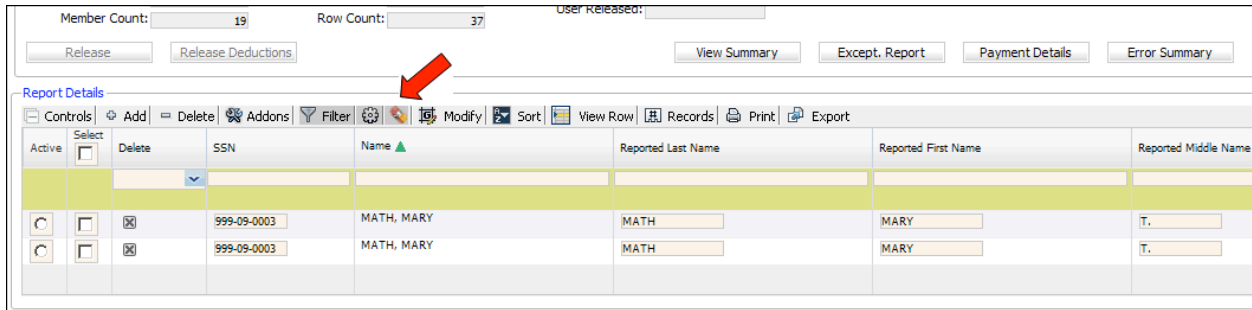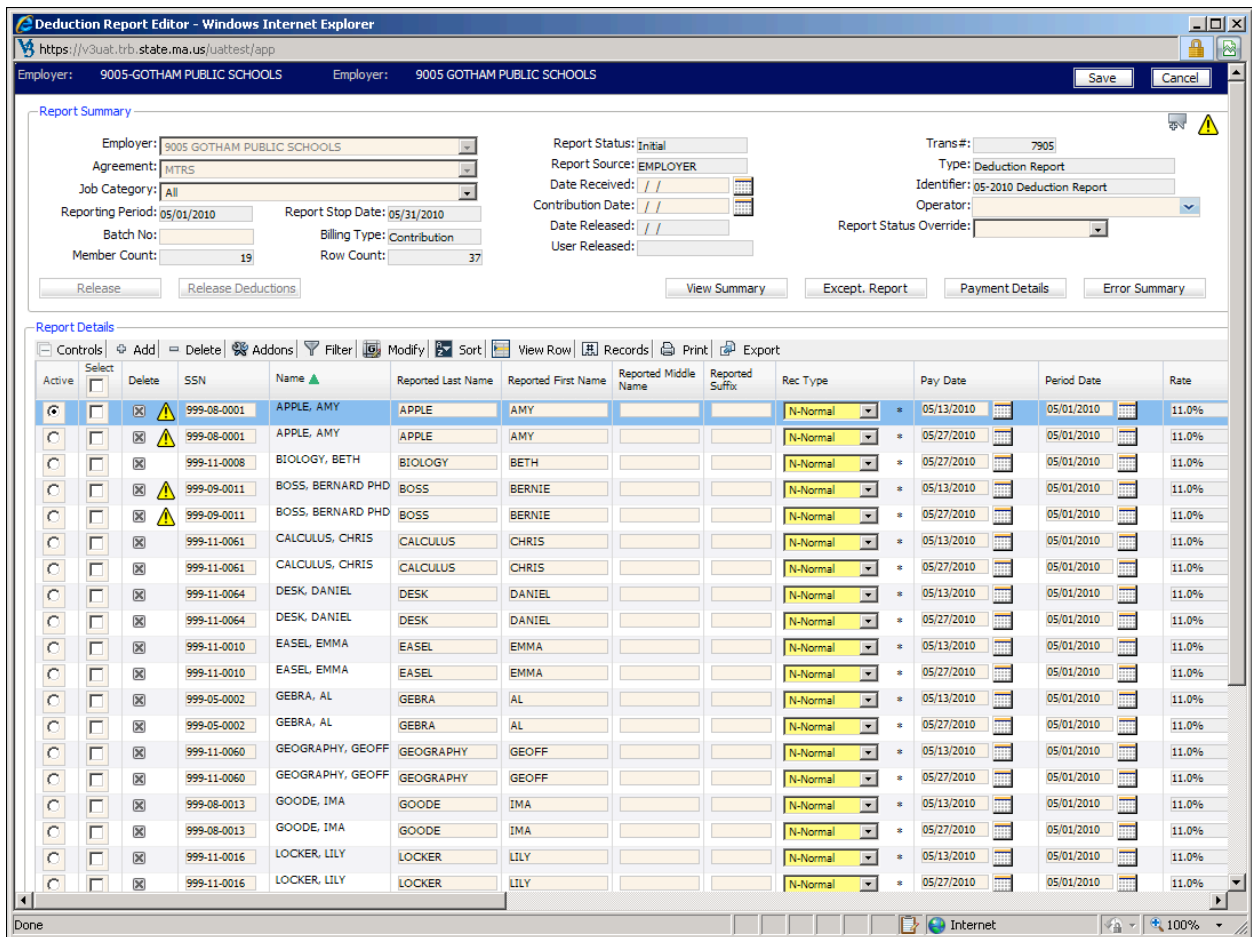
Note Users can filter based on multiple fields and do not have to clear the filter between searches.

4) Click the **Clear Filter** ( ) button to remove criteria from the filter row.

5) Click **Execute** ( ) to view all records in the report.

You have successfully run an error report and filtered your report to locate errors.

Correcting an error/exception caused by bad data

Below, we will show an example of correcting a record with a **salary is invalid** error. Complete the following steps after producing an error report and filtering your records to view only records for an employee on your error report.

1) Click the radio button next to the row you'd like to review.

2) Click the **View Row** control () to launch the *View Row* pop-up window. Data displays for only the selected row.

3) Review your record and enter corrections in each field as needed. In our example, the user would make the changes to the annual salary field.

Ineligible	0
FTE%	100
FTE Code	
Salary	50116
Position	Teacher
ContrTerm	10
Pay Freq	26

4) Click the gray **X** icon to close the pop-up window, or use the blue arrows at the top of the pop-up window to scroll among records.

Record# 1 of 2

Active	⊙
SSN	999-11-0010
Name	EASEL, EMMA

Note   Use the **Filter** control to filter the data for errors and exceptions. Next, use the **View Row** control to display each row in the vertical format. Use the navigation arrows to move from one record to the next. Only the filtered rows will display. Remember to clear your filter and save your changes to view the updated and corrected records.

You have successfully corrected an error caused by bad data.

Reviewing and overriding a record with an allowable exception

Below is an example of reviewing and overriding a record with the exception **Combination of Member name and SSN does not match the data in our system**. Complete the following steps after producing an error report and filtering your records to view only the records for an employee on your error report.

1) Click the radio button next to the row you'd like to review.

2) Click the **View Row** control ( ) to launch the *View Row* pop-up window. Data displays for only the selected row.

3) Review your record. If the newly reported name is correct, override the exception by choosing **Yes** in the **Override** field.

4) Click the gray **X** icon to close the pop-up window, or use the blue arrows at the top of the pop-up window to scroll among records.

Note You can use the Report Status Override button to override all of the remaining exceptions in your report once you have reviewed them to make sure the information is accurate.

Note Use the **Filter** control to locate a record with an error or exception. Next, use the **View Row** control to display each row in the vertical format. Use the navigation arrows to move from one record to the next. Only the filtered rows will display. Remember to clear your filter and save your changes to view the updated and corrected records.

You have successfully reviewed and overridden a record with an allowable exception.

Using a salary correction code to resolve a "base to salary" error

Below is an example of choosing the appropriate code to override the following error:

> **Base earnings do not match salary, based on the FTE and Pay Frequency reported. Please ensure those fields are correct. If they are, please use a SC correction code**.

Complete the following steps after producing an error report and filtering your records to view only the records for an employee on your error report.

1) Select a row to review.

2) Click the **View Row** control () to launch the *View Row* pop-up window. Data displays for only the selected row.

3) Please review your record and choose the appropriate **Service Correct Code**.

Installment	0
Service Correct Code	
Base	UL-Unpaid Admin Leave
Coach	SD-Unpaid Snow Days
Retro	DL-Disciplinary Leave
	ST-Unpaid Strike Day
Long	SC-Salary Change Mid-Period
	MT-Mid-year termination or death
Stipend	MH-Mid-year Hire
Premium	0
Ineligible	0
FTE%	100

4) Click the gray **X** icon to close the pop-up window, or use the blue arrows at the top of the pop-up window to scroll among records.

Record# 1 of 2	
Active	⦿
SSN	999-11-0010
Name	EASEL, EMMA

Note   Use the **Filter** control to locate a record with an error or exception. Next, use the **View Row** control to display each row in the vertical format. Use the navigation arrows to move from one record to the next. Only the filtered rows will display. Remember to clear your filter and save your changes to view the updated and corrected records.

You have successfully used a salary correction code to resolve a "base to salary" error.

Reviewing a missing members report

The deduction report editor's errors and exceptions report may list all employees that MyTRS deemed missing for a certain pay date (based on your active employee roster, employee statuses and payroll calendar).

Generally, there are four reasons an employee may be listed on this report. The steps needed to resolve these errors depend on which of the following is causing your missing members report errors. Resolving most missing member cases starts with closing your deduction report and navigating to the Employment tab in the View/Update Member Information link.

1. An extra pay date was added to your calendar and not all employees were paid on that date. Extra pay dates that do not apply to all employees should not be added to the calendar. A rare exception may apply for instance if the extra date is the district's lump-sum (balloon) payout date. You may need to correct your payroll calendar or explain why records are appearing on the missing member list when they are not truly missing.

2. The employee is terminated or on leave, and his or her MyTRS employment status event needs to be updated. (See GP4 for updating employee data).

3. The employee is missing because no deduction was taken from his or her pay. This scenario should be explained in your comments section.

4. There is an error with the employee's pay frequency or pay duration in the deduction report. If this is the cause, correct your employee's record as needed.

To view your list of missing members, complete the following steps:

1) Click **Except. Report**.

The *Deduction Report Errors and Exceptions Summary Report* will appear as a pop-up window. This report provides an alphabetical list of all errors and exceptions in your report.

The last section of the *Deduction Report Errors and Exceptions Summary Report* lists all employees that MyTRS expected records for but did not detect a normal record for on each of the applicable pay dates on your deduction report.
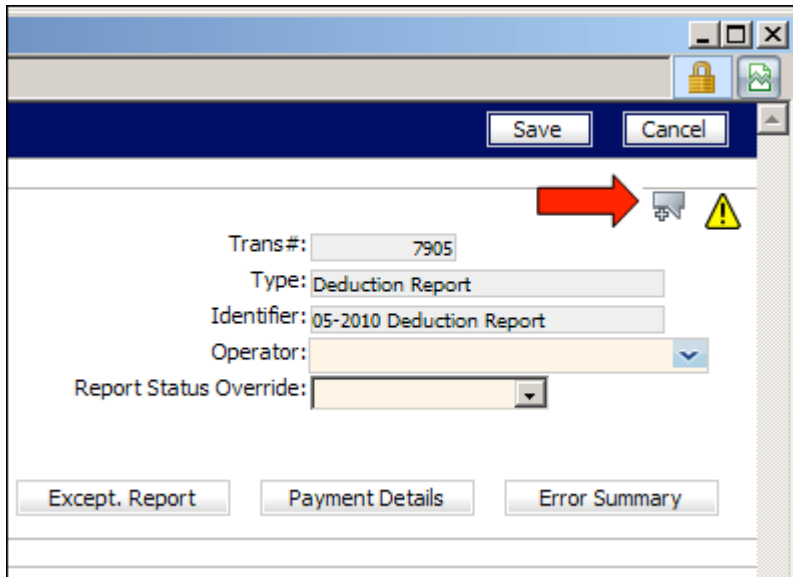
Adding comments to your deduction report

Deduction reports submitted with certain exceptions must contain comments explaining those exceptions. Specifically, all adjustment records and all exceptions that are reported correctly but appear to be incorrect, require an explanation in the comments section.
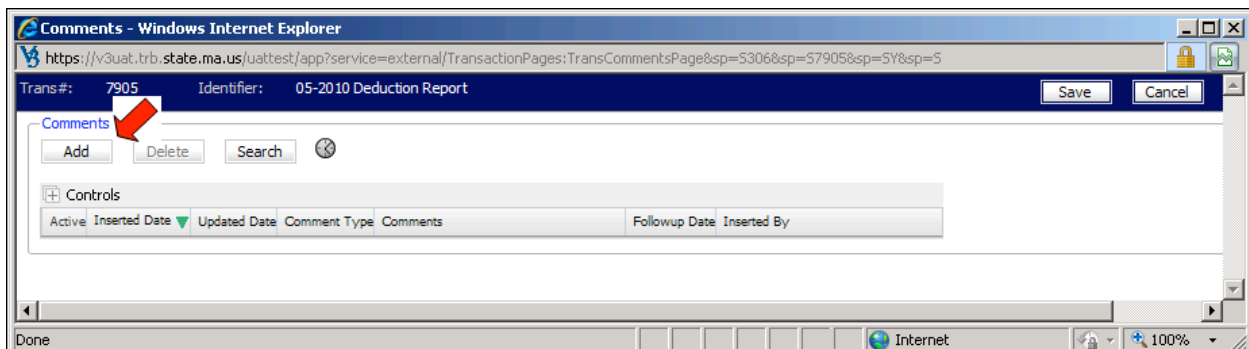
For example, if you fail to take a deduction from eligible pay, you should explain that you will take an additional amount of money on a future pay date as a correction.

To add a comment to your deduction report, do the following:

1. Click on the comment icon ( ) to open the comment screen.

2. Click **Add** to create a new comment.

Note   Please include members' names in comments about particular employees.

A blank comment window will open with the two required fields highlighted in yellow.

3. Enter your comment in the **Comments** field and click **Save**.

4. Click **Close** to return to your report.

You have successfully used a salary correction code to resolve a "base to salary" error.

Submitting a deduction report

Once you have finished correcting your report, you need to submit your report to the MTRS for review and processing.

1) Starting on the *Deduction Report* tab, check your report total again before submitting your report by comparing the **Total Due** to your monthly payroll register reports and/or payment(s). If the total is incorrect, you must open the report to find the source of the report to payment variance and, if applicable, correct the discrepancy before you submit your report.

Note The **Total Due** field displays the total of the deduction report, and the **Total Balance** field displays the balance of the report that has not been funded. Because applying a payment is the last step in processing a deduction report by an MTRS representative, these two values always match when your report is in the Initial status. Please ensure that these balances match your report total before you submit your report. In the rare case that your payment is incorrect, please note that to your Employer Services Representative and make arrangements to correct the payment error.

2) Select the **Active** radio button for the deduction report you would like to submit.

3) Click **Submit**.

A message is displayed on the window.

After the deduction report is uploaded to the MTRS for further review and processing, the **Status** of the deduction report changes from **Initial** to **Pending**. You can no longer modify details of the deduction report after the report is submitted to the MTRS. Even though you cannot make changes, you may open and view reports that are in a **Pending** or **Released** status. If you can only see reports in **Initial** status, switch your filter to All and they will appear on the screen.

You have completed submitting the deduction report.

You have completed this guided practice.